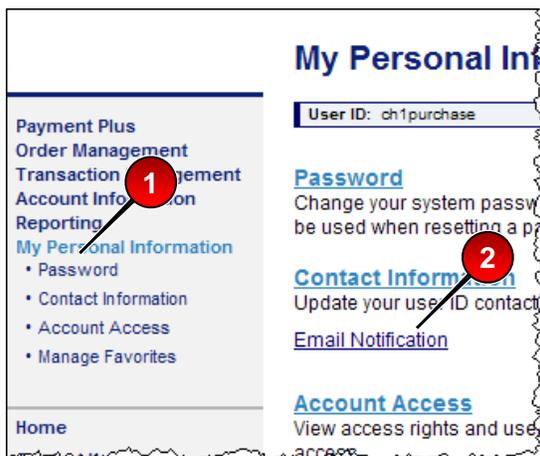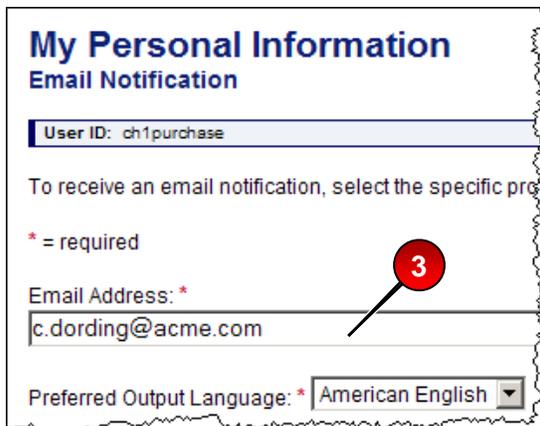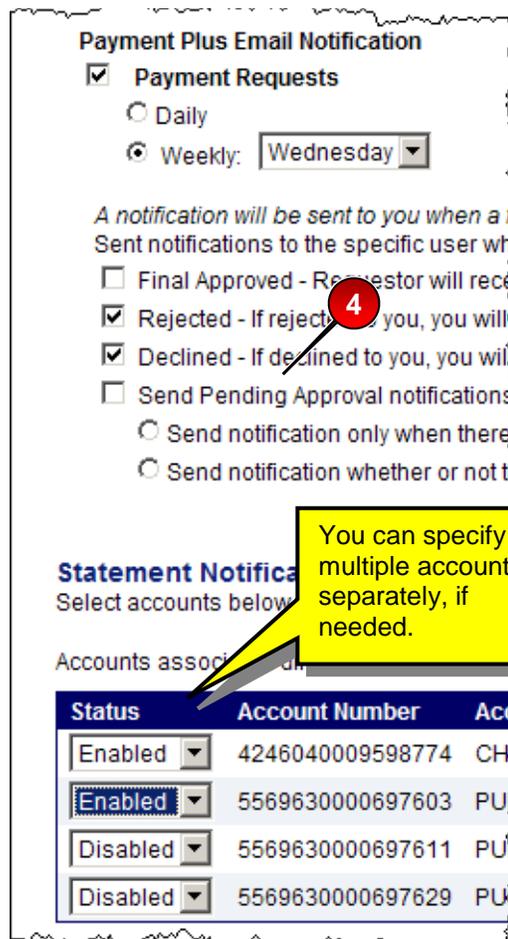# Email Notification

You can use this quick reference guide as a fast reminder of the basic steps for setting up your email notification preferences in Access Online.
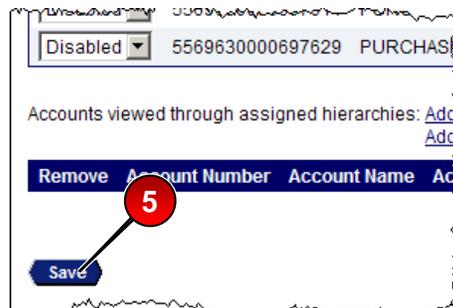

1. Select the **My Personal Information** high-level task.

2. Click the **Email Notification** link.

3. Make sure your e-mail address is correct.

4. Specify notification for events (e.g., Payment Plus) and account statements.

5. Click the **Save**.